

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #

CLASSIFICATION TITLE Exempt	OFFICE/BRANCH Executive	LOCATION Sacramento
WORKING TITLE Director of Risk Management and Project Controls	POSITION NUMBER 311-001-6128-001	EFFECTIVE 12/14/2018

GENERAL STATEMENT:

Under the general direction of the Board of Directors and the Finance & Audit Committee, and with strategic direction from the Chief Executive Officer, the Director of Risk Management and Project Controls (Risk Manager) is responsible for managing and tracking risks, writing, formulating, and developing risk mitigation and contingency plans, developing and maintaining of Monte Carlo construction risk models, working with executives and other Authority employees to monitor and proactively mitigate risk, and overseeing activities related to enterprise-wide risks on the California High-Speed Rail program. The Risk Manager will be required to have an acute understanding of mega-transportation projects and associated construction risk scheduling. The Risk Manager manages and tracks potential and active risks, maintains the risk management tools and information, leads risk identification sessions for the program, monitors contractor and consultant risk management efforts, and participates in risk management activities for risks that cross office, functional and project boundaries.

TYPICAL DUTIES:

The risk manager creates and oversees processes for assessing, identifying, monitoring, managing, mitigating and preventing program risks. Plans, designs and implements an overall risk management program. The duties of the position include the following:

Percentage Job Description
Essential (E)/Marginal (M)

- | | |
|----------|---|
| 100% (E) | <ul style="list-style-type: none">• Develop and implement risk management for the California High-Speed Rail program, including the risk management organization, policies, procedures and tools necessary to fully implement risk management in the organization.• Identify, analyze and manage areas of risk to the delivery of the high-speed rail system.• Identify, analyze and manage areas of risk to the assets, earning capacity, or success of the program• Identify key risks and mitigating factors of potential investments, such as asset types and values, legal and ownership structures, professional reputations, customer bases, or industry segments.• Develop and maintain Monte Carlo construction risk simulation models.• Conduct statistical analyses to quantify risk, using statistical analysis software and |
|----------|---|

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814

- econometric models.
- Document and ensure communication of key risks.
- Develop systems and processes to monitor validity of risk modeling outputs.
- Develop and implement risk-assessment models and methodologies.
- Gather risk-related data from internal or external resources.
- Plan and contribute to the development of risk management systems.
- Produce reports and presentations that outline findings, explain risk positions, and recommend changes.
- Write and formulate risk mitigation plans.
- Make recommendations to executives and other Authority staff based on knowledge of mega-transportation projects and associated construction scheduling.
- Interact collaboratively with executives and other risk staff to monitor and proactively mitigate risk efforts.

DESIRABLE QUALIFICATIONS:

- Strong leadership skills with significant managerial experience.
- Possesses mega-transportation design-build experience.
- Comprehensive knowledge of practices and principals of risk management.
- The position requires excellent interpersonal skills as well as strong communication skills.
- Must possess sound judgment and have a unique ability to solve problems.

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
------------	-------

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
------------	-------

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814